



Return to **McRuer**  
by: February 9 , 2018

# **2017 Year End Business Organizer**

## **Depreciation Update**

*for*

**Company Name:**

**(Note: Complete one packet for EACH company.)**



## DEPRECIATION UPDATE

**Company Name:**

**DOES YOUR COMPANY HAVE ASSETS CURRENTLY BEING DEPRECIATED OR DO YOU NEED TO ADD/DELETE ASSETS IN THE CURRENT TAX YEAR?**

- Yes – Review and complete **ALL** sections below
- No – Check the “No Changes” box on the **DEPRECIATION SCHEDULE WORKSHEET** or see page #3.

### **REVIEW CURRENT DEPRECIATION SCHEDULE** (If Applicable)

1. Find your prior year Depreciation Schedule posted to your **MySafe** account.  
(Refer to page #3 for login instructions.)
2. Review each Asset for possible changes.

### **POSSIBLE CHANGES TO DEPRECIATION SCHEDULE**

- ❖ **Sold or Disposed Assets:** For items Sold/Disposed, complete the following information on the **DEPRECIATION SCHEDULE WORKSHEET** on page #3.  
 Asset #    Asset Description    Disposal Method    Disposal Date    Sales price
- ❖ **New Assets:** For New Assets placed in service during the year, complete the following information on the **DEPRECIATION SCHEDULE WORKSHEET** on page #3.  
 Asset Description    Purchase    In-Service date
- ❖ **Vehicle(s):** If you purchased, sold, or traded a Vehicle, provide the following paperwork and information on the **DEPRECIATION SCHEDULE WORKSHEET** on page #3.  
 Asset # (if applicable)    Asset Description    Invoice OR Bill Of Sale  
 Title Application    Trade information    Loan paperwork    Business Use %
- ❖ **Land or Building Improvements:** If Land or Building Improvements were completed during the year, provide the following information on the **DEPRECIATION SCHEDULE WORKSHEET** on #3.  
 Description    Total \$ Amount of Expenditure    Date Completed

### **SUBMITTING YOUR INFORMATION TO McRuer**

Refer to page #3 and follow the login instructions, to submit your Depreciation Schedule Worksheet and paperwork through your secure online account.





## MySafe<sub>Exchange</sub> Login/Upload Instructions

### How to **LOGIN** to your secure MySafe<sub>Exchange</sub> account

1. Visit [www.kccpa.com](http://www.kccpa.com) and click on the MySafe<sub>Exchange</sub> icon located on our Home page
2. Click on user name – sent in previous email
3. Password – sent in previous email

### What if I can't **LOGIN** to my secure MySafe<sub>Exchange</sub> account?

1. Under the Login box
2. Click “Can’t access your account?”
3. Enter your Login – sent in previous email
4. Enter your email address that would have been associated with your MySafe<sub>Exchange</sub> account
5. Choose one of the following:
  - a. Reset via email
  - b. Reset via security questions (only if previously established)
6. For further assistance, contact Ariell Braem at [ariell@kccpa.com](mailto:ariell@kccpa.com) or Jeannie Salmon at [jeannie@kccpa.com](mailto:jeannie@kccpa.com) or call 816.741.7882.

### How to **VIEW** documents in your secure MySafe<sub>Exchange</sub> account

1. Login to your MySafe<sub>Exchange</sub> account.
2. Find the “Documents” heading on the left navigation pane
3. Click on the name of the individual or business to view documents
4. Find the appropriate folder in the middle section of the screen
5. Double click on the appropriate folder(s) until you find the PDF document to view

### How to **UPLOAD** documents to your secure MySafe<sub>Exchange</sub> account

1. Login to your MySafe<sub>Exchange</sub> account.
2. Find the “Documents” heading on the left navigation pane
3. Click on the “File Exchange” under the Documents heading
4. Find the appropriate folder in the middle section of the screen
5. Double click on the appropriate folder
6. Click the “Upload” icon in the top toolbar
7. Click “Add files”
8. Browse your computer to attach the appropriate files
9. Repeat the “Add files” steps as many times as necessary to attach all files
10. To remove file click the red circle to the right of file
11. Click “Start upload” when all files are attached